

**ANNUAL SHELLFISH MANAGEMENT REVIEW**  
**for the period**  
**January 1st to December 31st, 2003**

**Shellfish Conservation Budget Worksheet**

To be completed by the Municipal Clerk.

# Shellfish Conservation Budget Worksheet

## INSTRUCTIONS

This worksheet should be completed by the Town Clerk and returned to the Shellfish Committee as soon as possible. The information provided is required by DMR regulation (Chpt. 7.30.4.) and will be used in the preparation of the Annual Shellfish Management Review.

- This page should be filled out using information for the last complete fiscal year (i.e., municipalities with a July 1 to June 30 fiscal year would use Fy02/03 figures for a 2003 Annual Review).
- All blanks should be filled in to ensure that no information is inadvertently left out; please use "0", "-", or "n/a" where appropriate.
- The items under the heading "Other Receipts" represent funds independent of license fee receipts although a portion of the "Accounts Carried Forward" may contain funds from license fees not spent during the previous year. If the Warden or Management Activities are funded solely from license sales receipts, then "0" should be entered for those items in this section.
- All funds utilized for the shellfish program should be reported even if they are not a part of the shellfish account (e.g., warden salaries are a part of the enforcement budget in some municipalities).

Should you have any questions regarding the completion of this worksheet, do not hesitate to contact the Area Biologist for your region:

Down East- David Clifford  
Phone/fax 255-3926  
E-mail david.clifford@maine.gov

Mid Coast- Ron Aho  
Phone/fax 586-5572  
E-mail ron.aho@maine.gov

Southern- Don Card  
Phone/fax 443-6559  
E-mail don.card@gwi.net

Note: A sample worksheet is printed on the back of this page.

**Sample Shellfish Conservation Budget Worksheet** (last complete fiscal year)

| <b>License Receipts</b>                        | <b>Allocation</b> | <b>Sold</b> | <b>Received</b>  |
|--|-------------------|-------------|------------------|
| <i>Commercial</i>                              |                   |             |                  |
| Resident                                       | <i>20</i>         | <i>20</i>   | <i>\$ 4,000</i>  |
| Nonresident                                    | <i>2</i>          | <i>2</i>    | <i>\$ 800</i>    |
| Senior Resident                                | -                 | -           | <i>\$ 0</i>      |
| Senior Nonresident                             | -                 | -           | <i>\$ 0</i>      |
| Junior/Student Resident                        | -                 | -           | <i>\$ 0</i>      |
| Junior/Student Nonresident                     | -                 | -           | <i>\$ 0</i>      |
| Other  | -                 | -           | <i>\$ 0</i>      |
| <i>Recreational</i>                            |                   |             |                  |
| Resident                                       | <i>No limit</i>   | <i>156</i>  | <i>\$ 1,560</i>  |
| Nonresident                                    | <i>10%</i>        | <i>16</i>   | <i>\$ 320</i>    |
| Daily/Weekly/Monthly Res.                      | -                 | -           | <i>\$ 0</i>      |
| Daily/Weekly/Monthly Nonres.                   | -                 | -           | <i>\$ 0</i>      |
| Senior Resident                                | -                 | -           | <i>\$ 0</i>      |
| Senior Nonresident                             | -                 | -           | <i>\$ 0</i>      |
| Junior/Student Resident                        | -                 | -           | <i>\$ 0</i>      |
| Junior/Student Nonresident                     | -                 | -           | <i>\$ 0</i>      |
| Other  | -                 | -           | <i>\$ 0</i>      |
| SUBTOTAL (1)                                   |                   |             | <i>\$ 6,680</i>  |
| <b>Receipts Independent of License Fees</b>    |                   |             |                  |
| Shellfish Conservation Account Carried Forward |                   |             | <i>\$ 0</i>      |
| Funds Raised for Warden                        |                   |             | <i>\$ 5,000</i>  |
| Funds Raised for Management Activities         |                   |             | <i>\$ 1,000</i>  |
| Fines  |                   |             | <i>\$ 300</i>    |
| Other  |                   |             | <i>\$ 0</i>      |
| SUBTOTAL (2)                                   |                   |             | <i>\$ 6,300</i>  |
| TOTAL Receipts (1+2)                           |                   |             | <i>\$ 12,980</i> |
| <b>Disbursements</b>                           |                   |             |                  |
| Warden Salary                                  |                   |             | <i>\$ 8,000</i>  |
| Mileage  |                   |             | <i>\$ 2,500</i>  |
| Clothing                                       |                   |             | <i>\$ 200</i>    |
| Equipment                                      |                   |             | <i>\$ 300</i>    |
| Training                                       |                   |             | <i>\$ 0</i>      |
| SUBTOTAL (3)                                   |                   |             | <i>\$ 11,000</i> |
| Advertising                                    |                   |             | <i>\$ 125</i>    |
| Supplies                                       |                   |             | <i>\$ 20</i>     |
| Surveys  |                   |             | <i>\$ 100</i>    |
| Seeding  |                   |             | <i>\$ 1000</i>   |
| Miscellaneous                                  |                   |             | <i>\$ 75</i>     |
| SUBTOTAL (4)                                   |                   |             | <i>\$ 1,320</i>  |
| TOTAL Disbursements (3+4)                      |                   |             | <i>\$ 12,320</i> |

**Shellfish Conservation Budget Worksheet** (last complete fiscal year)

| <b>License Receipts</b>                        | <b>Allocation</b> | <b>Sold</b> | <b>Received</b> |
|--|-------------------|-------------|-----------------|
| <i>Commercial</i>                              |                   |             |                 |
| Resident                                       |                   |             | \$              |
| Nonresident                                    |                   |             | \$              |
| Senior Resident                                |                   |             | \$              |
| Senior Nonresident                             |                   |             | \$              |
| Junior/Student Resident                        |                   |             | \$              |
| Junior/Student Nonresident                     |                   |             | \$              |
| Other  |                   |             | \$              |
| <i>Recreational</i>                            |                   |             |                 |
| Resident                                       |                   |             | \$              |
| Nonresident                                    |                   |             | \$              |
| Daily/Weekly/Monthly Res.                      |                   |             | \$              |
| Daily/Weekly/Monthly Nonres.                   |                   |             | \$              |
| Senior Resident                                |                   |             | \$              |
| Senior Nonresident                             |                   |             | \$              |
| Junior/Student Resident                        |                   |             | \$              |
| Junior/Student Nonresident                     |                   |             | \$              |
| Other  |                   |             | \$              |
| SUBTOTAL (1)                                   |                   |             | \$              |
| <b>Receipts Independent of License Fees</b>    |                   |             |                 |
| Shellfish Conservation Account Carried Forward |                   |             | \$              |
| Funds Raised for Warden                        |                   |             | \$              |
| Funds Raised for Management Activities         |                   |             | \$              |
| Fines  |                   |             | \$              |
| Other  |                   |             | \$              |
| SUBTOTAL (2)                                   |                   |             | \$              |
| TOTAL Receipts (1+2)                           |                   |             | \$              |
| <b>Disbursements</b>                           |                   |             |                 |
| Warden Salary                                  |                   |             | \$              |
| Mileage  |                   |             | \$              |
| Clothing                                       |                   |             | \$              |
| Equipment                                      |                   |             | \$              |
| Training                                       |                   |             | \$              |
| SUBTOTAL (3)                                   |                   |             | \$              |
| Advertising                                    |                   |             | \$              |
| Supplies                                       |                   |             | \$              |
| Surveys  |                   |             | \$              |
| Seeding  |                   |             | \$              |
| Miscellaneous                                  |                   |             | \$              |
| SUBTOTAL (4)                                   |                   |             | \$              |
| TOTAL Disbursements (3+4)                      |                   |             | \$              |